Small Business Training

24 March 2004

Presented by

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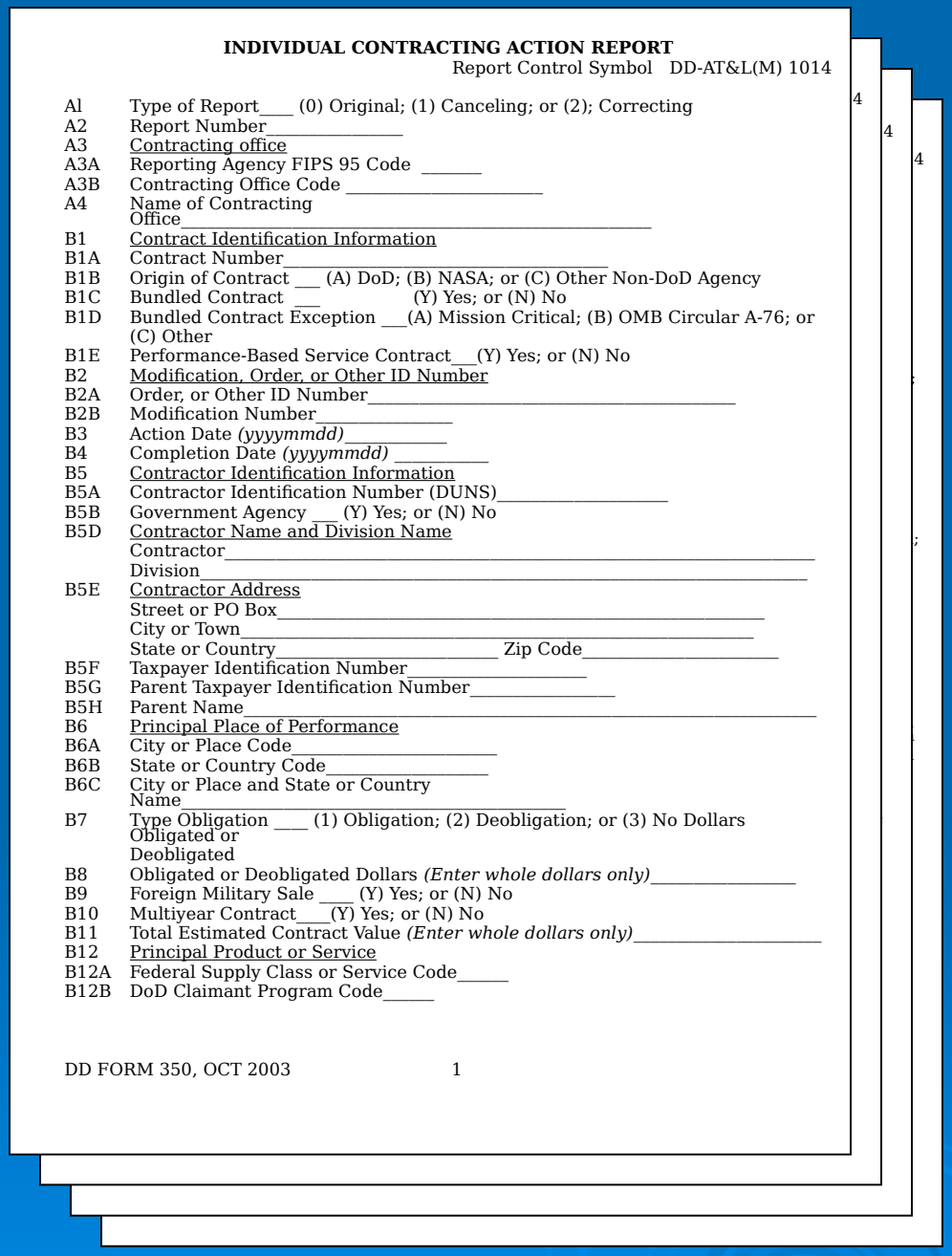
Completing the DD Form 350

DFARS 204.670-2 / DFARS 253.204-70 / AFARS 5153.204-70



INDIVIDUAL CONTRACTING ACTION REPORT
Report Control Symbol DD-AT&L(M) 1014

A1 Type of Report____ (0) Original; (1) Canceling; or (2); Correcting
A2 Report Number_____
A3 Contracting office
A3A Reporting Agency FIPS 95 Code _____
A3B Contracting Office Code _____
A4 Name of Contracting Office_____
B1 Contract Identification Information
B1A Contract Number_____
B1B Origin of Contract ___ (A) DoD; (B) NASA; or (C) Other Non-DoD Agency
B1C Bundled Contract ___ (Y) Yes; or (N) No
B1D Bundled Contract Exception ___(A) Mission Critical; (B) OMB Circular A-76; or (C) Other
B1E Performance-Based Service Contract___(Y) Yes; or (N) No
B2 Modification, Order, or Other ID Number
B2A Order, or Other ID Number_____
B2B Modification Number_____
B3 Action Date *(yyyymmdd)*_____
B4 Completion Date *(yyyymmdd)* _____
B5 Contractor Identification Information
B5A Contractor Identification Number (DUNS)_____
B5B Government Agency ___ (Y) Yes; or (N) No
B5D Contractor Name and Division Name
Contractor_____
Division_____
B5E Contractor Address
Street or PO Box_____
City or Town_____
State or Country_____ Zip Code_____
B5F Taxpayer Identification Number_____
B5G Parent Taxpayer Identification Number_____
B5H Parent Name_____
B6 Principal Place of Performance
B6A City or Place Code_____
B6B State or Country Code_____
B6C City or Place and State or Country Name_____
B7 Type Obligation ____ (1) Obligation; (2) Deobligation; or (3) No Dollars Obligated or Deobligated
B8 Obligated or Deobligated Dollars *(Enter whole dollars only)*_____
B9 Foreign Military Sale ____ (Y) Yes; or (N) No
B10 Multiyear Contract___(Y) Yes; or (N) No
B11 Total Estimated Contract Value *(Enter whole dollars only)*_____
B12 Principal Product or Service
B12A Federal Supply Class or Service Code_____
B12B DoD Claimant Program Code_____

DD FORM 350, OCT 2003 1

- **Beginning FY04, all awards are to be reported via DD Form 350; the DD Form 1057 is no longer used by Army**
- **The Department of the Army applies the statistics from the DD Form 350 to the PRMIS website**
- **It is important to have proper coding on the DD Form 350 in order to gain credit towards the small business goals**
- **The portion of the DD Form 350 pertaining to small business is Part D**

Small Business Goals

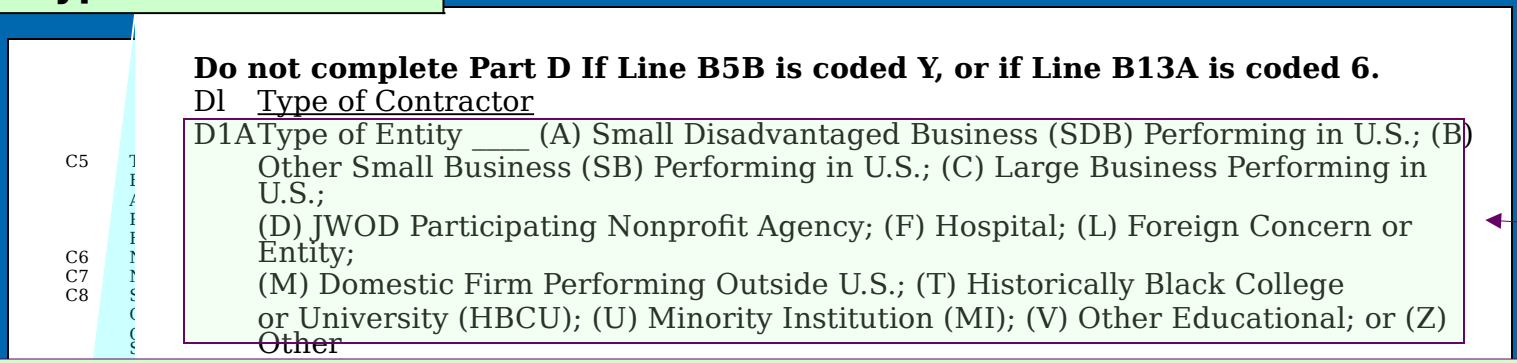
- Small Business (SB)
- Small Disadvantaged Business (SDB)
- Woman Owned Small Business
- Historically Black College University / Minority Institution
- HUBZone
- Service Disabled Veteran Owned Small Business

Part D of the DD Form 350

- **Determine the status of the concern (size and ownership) in accordance with FAR Part 19 and DFARS Part 219.**

- **Do NOT complete Part D:**
  - **If the action is with a government agency or**
  - **the action is an order or call under a Federal Supply Schedule.**

D1 Type of Contractor



Do not complete Part D If Line B5B is coded Y, or if Line B13A is coded 6.

D1 Type of Contractor

D1A Type of Entity ____ (A) Small Disadvantaged Business (SDB) Performing in U.S.; (B) Other Small Business (SB) Performing in U.S.; (C) Large Business Performing in U.S.;
(D) JWOD Participating Nonprofit Agency; (F) Hospital; (L) Foreign Concern or Entity;
(M) Domestic Firm Performing Outside U.S.; (T) Historically Black College or University (HBCU); (U) Minority Institution (MI); (V) Other Educational; or (Z) Other

D1A Type of Entity

Small Disadvantaged Business (SDB) - A small business concern that is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged. DFARS 219.001

Small Business (SB) - A business smaller than a given size (NAICS) as measured by its employment, business receipts, or business assets. FAR 19.001 and FAR 19.102
http://www.naics.com/search.htm

Historicall Black College or University (HBCU) – as recognized by the Department of Education-described in Title III of the Higher Education Act of 1965, as amended 20 U.S.C. §1061.

Minority Institution (MI) – as defined by the Department of Education is an institution "whose enrollment of a single minority or a combination of minorities exceeds 50 percent of total enrollment." 20 U.S.C. §1067k(3). *See al*so 20 U.S.C. §1131(b)(1)(B) and 29 U.S.C. §718(b)(5)(B). DFARS 252.226-7000

http://www.ed.gov/about/offices/list/ocr/edlite-minorityinst.html

D1 Type of Contractor

Do not complete Part D If Line B5B is coded Y, or if Line B13A is coded 6.

Dl Type of Contractor

D1A Type of Entity ____ (A) Small Disadvantaged Business (SDB) Performing in U.S.; (B) Other Small Business (SB) Performing in U.S.; (C) Large Business Performing in U.S.;
(D) JWOD Participating Nonprofit Agency; (F) Hospital; (L) Foreign Concern or Entity;
(M) Domestic Firm Performing Outside U.S.; (T) Historically Black College or University (HBCU); (U) Minority Institution (MI); (V) Other Educational; or (Z) Other Nonprofit

D1B Women-Owned Business___ (Y) Yes; (N) No; or (U) Uncertified

D1C HUBZone Representation ___ (Y) Yes; or (N) No

D1D Ethnic Group___ (A) Asian-Indian American; (B) Asian-Pacific American; (C) Black American; (D) Hispanic American; (E) Native American; (F) Other SDB Certified or Determined by SBA; or (Z) No Representation

D1E Veteran-Owned Small Business___ (A) Service-Disabled Veteran; or (B) Other Veteran

DD FORM 350, OCT 2003 3

D1B Women-Owned Business
FAR 52.204-5, FAR 52.212-3(c), or FAR 52.219-1(b)

A business concern that is at least 51% owned & managed by a woman or women.

D1 Type of Contractor

Do not complete Part D If Line B5B is coded Y, or if Line B13A is coded 6.

Dl Type of Contractor

D1A Type of Entity ____ (A) Small Disadvantaged Business (SDB) Performing in U.S.; (B) Other Small Business (SB) Performing in U.S.; (C) Large Business Performing in U.S.;
(D) JWOD Participating Nonprofit Agency; (F) Hospital; (L) Foreign Concern or Entity;
(M) Domestic Firm Performing Outside U.S.; (T) Historically Black College or University (HBCU); (U) Minority Institution (MI); (V) Other Educational; or (Z) Other Nonprofit

D1B Women-Owned Business___ (Y) Yes; (N) No; or (U) Uncertified

D1C HUBZone Representation ___ (Y) Yes; or (N) No

D1D Ethnic Group___ (A) Asian-Indian American; (B) Asian-Pacific American; (C) Black American; (D) Hispanic American; (E) Native American; (F) Other SDB Certified or Determined by SBA; or (Z) No Representation

D1E Veteran-Owned Small Business (A) Service-Disabled Veteran; or (B) Other Veteran

DD FORM 350, OCT 2003

D1C HUBZone Representation

FAR 19.1303

A HUBZone concern is a small business whose principal office is located within a HUBZone (including lands on federally recognized Indian reservations); is owned and controlled by one or more U.S. citizens, a Community Development Corporation or Indian tribe and at least 35% of its employees reside in a HUBZone.

D1 Type of Contractor

Do not complete Part D If Line B5B is coded Y, or if Line B13A is coded 6.

Dl Type of Contractor

D1A Type of Entity ____ (A) Small Disadvantaged Business (SDB) Performing in U.S.; (B) Other Small Business (SB) Performing in U.S.; (C) Large Business Performing in U.S.;
(D) JWOD Participating Nonprofit Agency; (F) Hospital; (L) Foreign Concern or Entity;
(M) Domestic Firm Performing Outside U.S.; (T) Historically Black College or University (HBCU); (U) Minority Institution (MI); (V) Other Educational; or (Z) Other Nonprofit

D1B Women-Owned Business___ (Y) Yes; (N) No; or (U) Uncertified

D1C HUBZone Representation ___ (Y) Yes; or (N) No

D1D Ethnic Group___ (A) Asian-Indian American; (B) Asian-Pacific American; (C) Black American; (D) Hispanic American; (E) Native American; (F) Other SDB Certified or Determined by SBA; or (Z) No Representation

D1E Veteran-Owned Small Business___ (A) Service-Disabled Veteran; or (B) Other Veteran

D1D Ethnic Group

Refers to a business concern that is owned by at least 51% of a specified ethnic group.

***Note: A minority owned business is different from a Minority Institution (MI). A Minority institution is reserved for educational institutions only and a minority owned business refers to the ethnic status of ownership.*

D1 Type of Contractor

Do not complete Part D If Line B5B is coded Y, or if Line B13A is coded 6.

Dl Type of Contractor

D1A Type of Entity ____ (A) Small Disadvantaged Business (SDB) Performing in U.S.; (B) Other Small Business (SB) Performing in U.S.; (C) Large Business Performing in U.S.;
(D) JWOD Participating Nonprofit Agency; (F) Hospital; (L) Foreign Concern or Entity;
(M) Domestic Firm Performing Outside U.S.; (T) Historically Black College or University (HBCU); (U) Minority Institution (MI); (V) Other Educational; or (Z) Other Nonprofit

D1B Women-Owned Business___ (Y) Yes; (N) No; or (U) Uncertified

D1C HUBZone Representation ___ (Y) Yes; or (N) No

D1D Ethnic Group___ (A) Asian-Indian American; (B) Asian-Pacific American; (C) Black American; (D) Hispanic American; (E) Native American; (F) Other SDB Certified or Determined by SBA; or (Z) No Representation

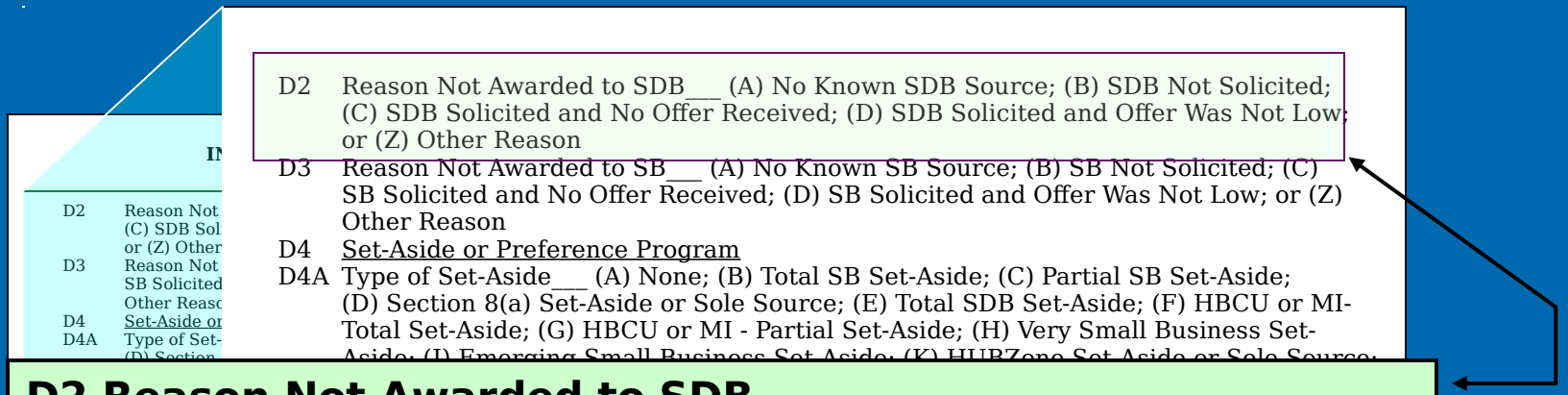
D1E Veteran-Owned Small Business___ (A) Service-Disabled Veteran; or (B) Other Veteran

DD FORM 350, OCT 2003

D1E Veteran-Owned Small Business

Service Disabled Veteran – At least 51% of the business is owned and managed by a service disabled veteran or veterans

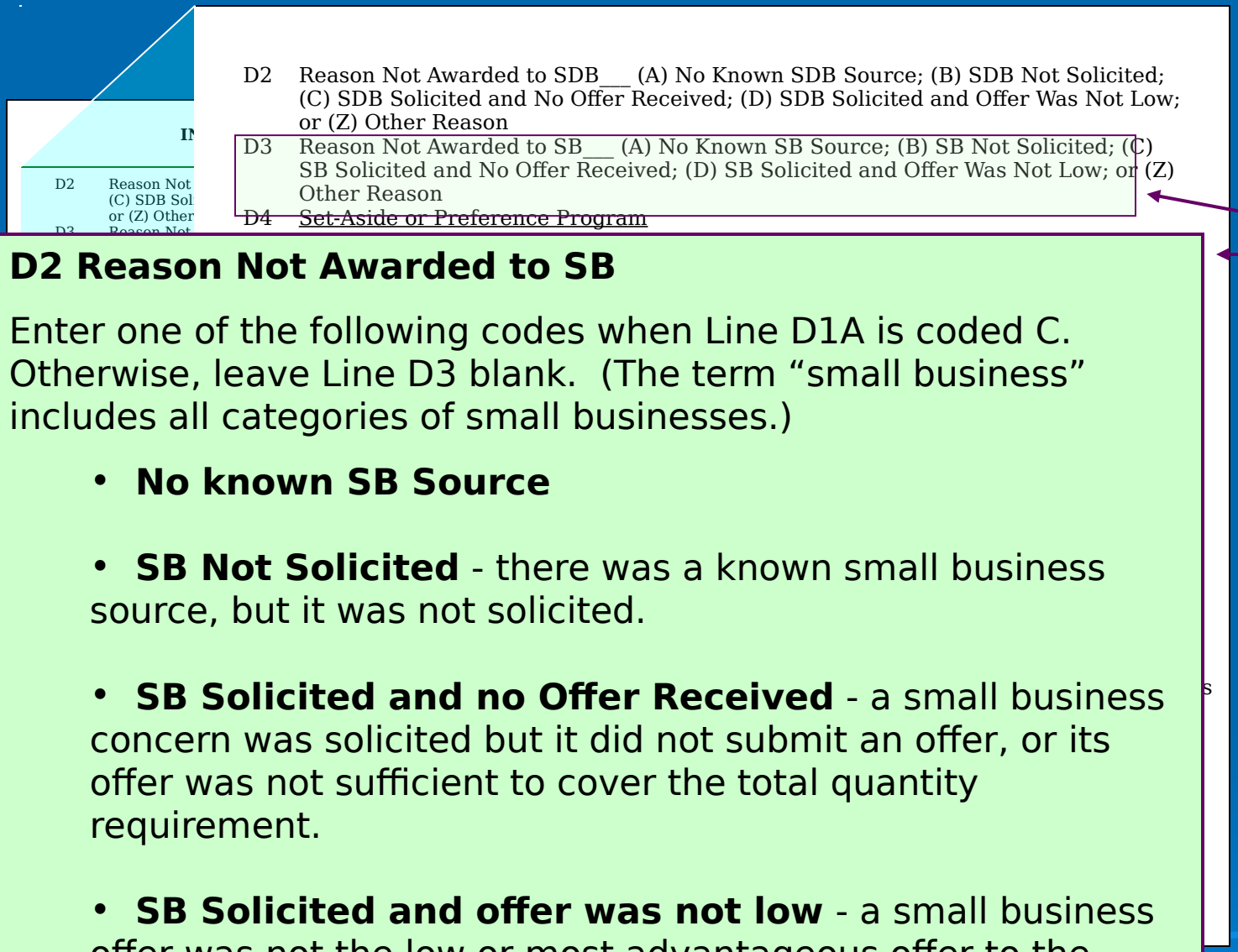
Other veteran – At least 51% of the business is owned and operated by a veteran or veterans that are not certified service disabled.


D2 Reason Not Awarded to SDB___ (A) No Known SDB Source; (B) SDB Not Solicited; (C) SDB Solicited and No Offer Received; (D) SDB Solicited and Offer Was Not Low; or (Z) Other Reason
D3 Reason Not Awarded to SB___ (A) No Known SB Source; (B) SB Not Solicited; (C) SB Solicited and No Offer Received; (D) SB Solicited and Offer Was Not Low; or (Z) Other Reason
D4 Set-Aside or Preference Program
D4A Type of Set-Aside___ (A) None; (B) Total SB Set-Aside; (C) Partial SB Set-Aside; (D) Section 8(a) Set-Aside or Sole Source; (E) Total SDB Set-Aside; (F) HBCU or MI-Total Set-Aside; (G) HBCU or MI - Partial Set-Aside; (H) Very Small Business Set-

D2 Reason Not Awarded to SDB

Enter one of the following codes when Line D1A is coded B or C. Otherwise, leave Line D2 blank.

- **No known SDB Source**
- **SDB Not Solicited** - there was a known SDB source, but it was not solicited
- **SDB Solicited and no Offer Received** - an SDB was solicited but it did not submit an offer, or its offer was not sufficient to cover the total quantity requirement
- **SDB Solicited and offer was not low** - an SDB offer was not the low or most advantageous offer to the Government.
- **Other Reason** - an SDB did not receive the award for any other reason or when Line B1B is coded B or C and Line B13A is coded 5.


D2 Reason Not Awarded to SDB___ (A) No Known SDB Source; (B) SDB Not Solicited; (C) SDB Solicited and No Offer Received; (D) SDB Solicited and Offer Was Not Low; or (Z) Other Reason
D3 Reason Not Awarded to SB___ (A) No Known SB Source; (B) SB Not Solicited; (C) SB Solicited and No Offer Received; (D) SB Solicited and Offer Was Not Low; or (Z) Other Reason
D4 Set-Aside or Preference Program

D2 Reason Not Awarded to SB

Enter one of the following codes when Line D1A is coded C. Otherwise, leave Line D3 blank. (The term “small business” includes all categories of small businesses.)

- **No known SB Source**

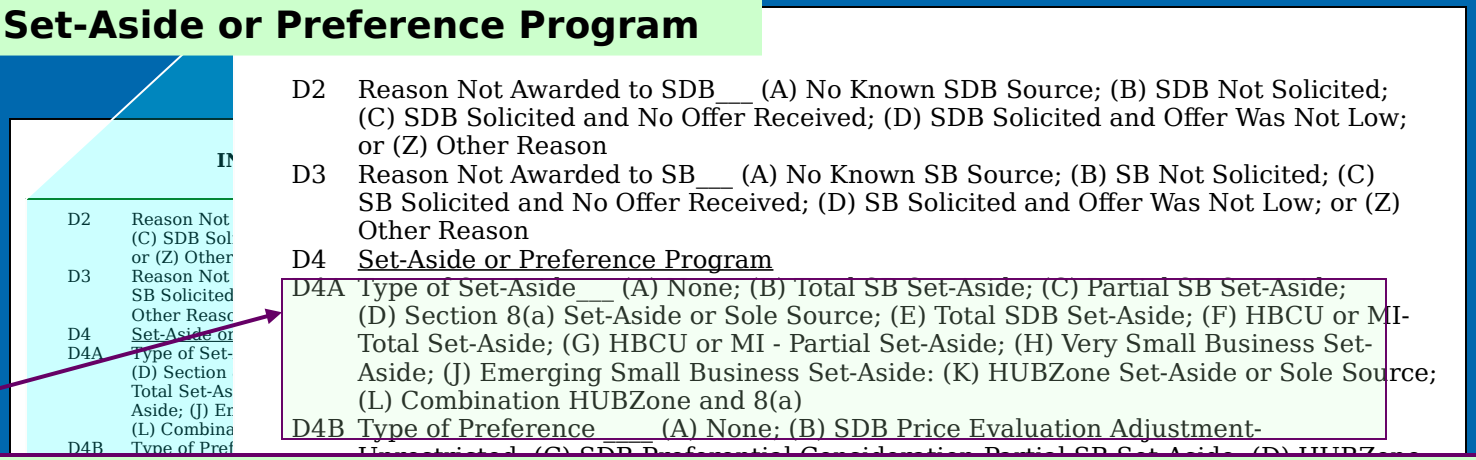
- **SB Not Solicited** - there was a known small business source, but it was not solicited.

- **SB Solicited and no Offer Received** - a small business concern was solicited but it did not submit an offer, or its offer was not sufficient to cover the total quantity requirement.

- **SB Solicited and offer was not low** - a small business offer was not the low or most advantageous offer to the Government.

- **Other Reason** - a small business did not receive the award for any other reason or when Line B1B is coded B or C and Line B13A is coded 5.

D4 Set-Aside or Preference Program



D2 Reason Not Awarded to SDB___ (A) No Known SDB Source; (B) SDB Not Solicited; (C) SDB Solicited and No Offer Received; (D) SDB Solicited and Offer Was Not Low; or (Z) Other Reason

D3 Reason Not Awarded to SB___ (A) No Known SB Source; (B) SB Not Solicited; (C) SB Solicited and No Offer Received; (D) SB Solicited and Offer Was Not Low; or (Z) Other Reason

D4 Set-Aside or Preference Program

D4A Type of Set-Aside___ (A) None; (B) Total SB Set-Aside; (C) Partial SB Set-Aside; (D) Section 8(a) Set-Aside or Sole Source; (E) Total SDB Set-Aside; (F) HBCU or MI-Total Set-Aside; (G) HBCU or MI - Partial Set-Aside; (H) Very Small Business Set-Aside; (J) Emerging Small Business Set-Aside: (K) HUBZone Set-Aside or Sole Source; (L) Combination HUBZone and 8(a)

D4B Type of Preference____ (A) None; (B) SDB Price Evaluation Adjustment-

D4A Type of Set-Aside

- **None** – codes B through L do not apply
- **Total SB Set-Aside** FAR 19.502-2
- **Partial SB Set-Aside** FAR 19.502-3
- **Section 8(a) set-aside or sole source** - the contract was awarded to:

  (i) The Small Business Administration under Section 8(a) of the Small Business Act FAR Subpart 19.8; or

  (ii) An 8(a) contractor under the direct award procedures at DFARS 219.811
- **Total SDB Set-Aside**
- **HBCU or MI total set-aside** DFARS 226.7003
- **HBCU or MI partial set-aside** DFARS 235.016
- **Very small business set-aside** FAR Subpart 19.9
- **Emerging small business set-aside** FAR Subpart 19.10)
- **HUBZone set-aside or sole source** - if the action was:

  (i) A set-aside for HUBZone small business concerns FAR 19.1305; or

  (ii) A sole source award to a HUBZone small business concern FAR 19.1306

D4 Set-Aside or Preference Program

D2 Reason Not Awarded to SDB___ (A) No Known SDB Source; (B) SDB Not Solicited; (C) SDB Solicited and No Offer Received; (D) SDB Solicited and Offer Was Not Low; or (Z) Other Reason

D3 Reason Not Awarded to SB___ (A) No Known SB Source; (B) SB Not Solicited; (C) SB Solicited and No Offer Received; (D) SB Solicited and Offer Was Not Low; or (Z) Other Reason

D4 Set-Aside or Preference Program

D4A Type of Set-Aside___ (A) None; (B) Total SB Set-Aside; (C) Partial SB Set-Aside; (D) Section 8(a) Set-Aside or Sole Source; (E) Total SDB Set-Aside; (F) HBCU or MI-Total Set-Aside; (G) HBCU or MI - Partial Set-Aside; (H) Very Small Business Set-Aside; (J) Emerging Small Business Set-Aside: (K) HUBZone Set-Aside or Sole Source; (L) Combination HUBZone and 8(a)

D4B Type of Preference____ (A) None; (B) SDB Price Evaluation Adjustment-Unrestricted; (C) SDB Preferential Consideration-Partial SB Set-Aside; (D) HUBZone Price Evaluation Preference; or (H) Combination HUBZone Price Evaluation Preference
and SDB Price Evaluation Adjustment

D4C Premium Percent _____

D4B Type of Preference FAR Subpart 19.11

Full and open competitive contracts can be awarded with a price evaluation preference of 10% to an SDB, HUBZone, or a combination of the two. An offer from an SDB or HUBZone small business must not be up to 10 percent higher than the offer of a non-small business.

Note: When the annual set aside goals for SDB and HUBZone are met, the Office of the Under Secretary of Defense can suspend the price evaluation adjustment.

D4 Set-Aside or Preference Program

D2 Reason Not Awarded to SDB___ (A) No Known SDB Source; (B) SDB Not Solicited; (C) SDB Solicited and No Offer Received; (D) SDB Solicited and Offer Was Not Low; or (Z) Other Reason

D3 Reason Not Awarded to SB___ (A) No Known SB Source; (B) SB Not Solicited; (C) SB Solicited and No Offer Received; (D) SB Solicited and Offer Was Not Low; or (Z) Other Reason

D4 Set-Aside or Preference Program

D4A Type of Set-Aside___ (A) None; (B) Total SB Set-Aside; (C) Partial SB Set-Aside; (D) Section 8(a) Set-Aside or Sole Source; (E) Total SDB Set-Aside; (F) HBCU or MI-Total Set-Aside; (G) HBCU or MI - Partial Set-Aside; (H) Very Small Business Set-Aside; (J) Emerging Small Business Set-Aside: (K) HUBZone Set-Aside or Sole Source; (L) Combination HUBZone and 8(a)

D4B Type of Preference ____ (A) None; (B) SDB Price Evaluation Adjustment-Unrestricted; (C) SDB Preferential Consideration-Partial SB Set-Aside; (D) HUBZone Price Evaluation Preference; or (H) Combination HUBZone Price Evaluation Preference
and SDB Price Evaluation Adjustment

D4C Premium Percent _____

D7 Small Business Innovation Research (SBIR) Program___ (A) Not a SBIR Program Phase I, II, or III; (B) SBIR Program Phase I Action; (C) SBIR Program Phase II Action; or (D) SBIR Program Phase III Action

D8 Subcontracting Plan – SB, SDB, HBCU, or MI___ (A) Plan Not Included – No Subcontracting Possibilities: (B) Plan Not Required; (C) Plan Required-Incentive Not Included, or (D) Plan Required - Incentive Included

D9

D10

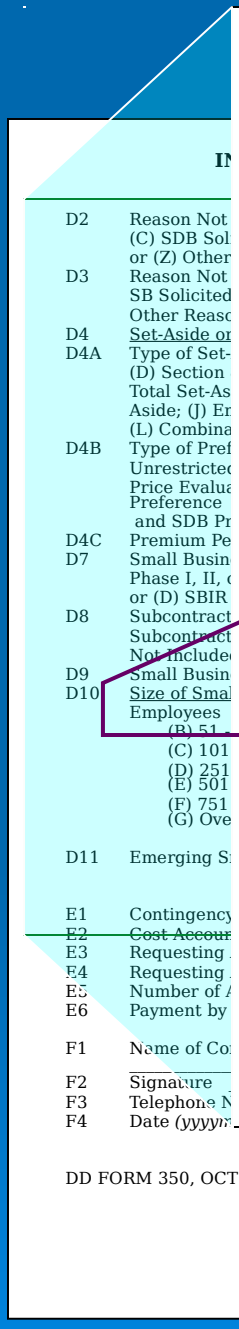
enues

D11

DD FORM 350, OCT 2003

D4C Premium Percent

Calculate the premium percentage per DFARS 219.202-5 and enter it as a three-digit number rounded to the nearest tenth, e.g., enter 7.55% as 076. If no premium was paid, enter three zeros (000).



D2 Reason Not Awarded to SDB___ (A) No Known SDB Source; (B) SDB Not Solicited; (C) SDB Solicited and No Offer Received; (D) SDB Solicited and Offer Was Not Low; or (Z) Other Reason

D3 Reason Not Awarded to SB___ (A) No Known SB Source; (B) SB Not Solicited; (C) SB Solicited and No Offer Received; (D) SB Solicited and Offer Was Not Low; or (Z) Other Reason

D4 Set-Aside or Preference Program

D4A Type of Set-Aside___ (A) None; (B) Total SB Set-Aside; (C) Partial SB Set-Aside; (D) Section 8(a) Set-Aside or Sole Source; (E) Total SDB Set-Aside; (F) HBCU or MI-Total Set-Aside; (G) HBCU or MI - Partial Set-Aside; (H) Very Small Business Set-Aside; (J) Emerging Small Business Set-Aside: (K) HUBZone Set-Aside or Sole Source; (L) Combination HUBZone and 8(a)

D4B Type of Preference ____ (A) None; (B) SDB Price Evaluation Adjustment-Unrestricted; (C) SDB Preferential Consideration-Partial SB Set-Aside; (D) HUBZone Price Evaluation Preference; or (H) Combination HUBZone Price Evaluation Preference
and SDB Price Evaluation Adjustment

D4C Premium Percent _____

D7 Small Business Innovation Research (SBIR) Program___ (A) Not a SBIR Program Phase I, II, or III; (B) SBIR Program Phase I Action; (C) SBIR Program Phase II Action; or (D) SBIR Program Phase III Action

D8 Subcontracting Plan – SB, SDB, HBCU, or MI___(A) Plan Not Included – No Subcontracting Possibilities; (B) Plan Not Required; (C) Plan Required-Incentive

D9

D10

D11

D7 Small Business Innovation Research (SBIR) Program

The Small Business Innovation Research (SBIR) Program is a highly competitive three-phase award system which provides qualified small business concerns with opportunities to propose innovative ideas that meet the specific research and development needs of the Federal Government. SBIR/STTR website

- Not a SBIR Program Phase I, II, or III
- SBIR Program Phase I Action – Award of up to $100,000 to test the scientific, technical, and commercial merit and feasibility of a concept.
- SBIR Program Phase II Action – Awarded for primary research; normally awarded to Phase I winners.
- SBIR Program Phase III Action – Development phase funded by private sector or federal

D8 Subcontracting Plan – SB, SDB, HBCU, or MI FAR 19.7 and FAR 19.702

Subcontracting plans are required in accordance with FAR 19-702 for each solicitation for a contract, amendment or modification which exceeds $500,000. Subcontracting plans are not required: From small business concerns

For personal services contracts

For contracts/modifications to be performed entirely outside the U.S

**For contracts with options, the cumulative value of the basic contract and all options is considered.*

Incentives FAR 19.708(c)

The contracting officer may, when contracting by negotiation, insert in solicitations and contracts a clause for an incentive Subcontracting Program, when a subcontracting plan is required.

D8 Subcontracting Plan SB, SDB, HBCU, or MI ___ (A) Plan Not Included - No Subcontracting Possibilities; (B) Plan Not Required; (C) Plan Required - Incentive Not Included, or (D) Plan Required - Incentive Included .

D9 Small Business Competitiveness Demonstration Program ___ (Y) Yes; or (N) No

D10 Size of Small Business ___

Employees		Annual Gross Revenues	
(A) 50 or fewer		(M) $1 million or less	
(B) 51 - 100		(N) Over $1 million - $2 million	
(C) 101 - 250		(P) Over $2 million- $3.5 million	
(D) 251 - 500		(R) Over $3.5 million- $5 million	
(E) 501 - 750		(S) Over $5 million - $10 million	
(F) 751 - 1,000		(T) $10 million -$17 million	
(G) Over 1,000		(U) $17 million	

D11 Emerging Small Business ____ (Y) Yes; or (N) No

D9 Small Business Competitiveness Demonstration Program

FAR 52.219-19

Established by Congress and placed into effect 01 Jan 1989, the Small Business Competitiveness Demonstration Program assesses the ability of small business concerns to compete in specific industries without the use of small-business set-asides. These industries known as designated industry groups (DIGS) include:

- Construction
- Architect and engineering services
- Refuse systems and related services
- Non-nuclear ship building and repair

D9 Small Business Competitiveness Demonstration Program ____ (Y) Yes; or (N) No

D10 Size of Small Business ____

Employees		Annual Gross Revenues	
(A) 50 or fewer		(M) $1 million or less	
(B) 51 - 100		(N) Over $1 million - $2 million	
(C) 101 - 250		(P) Over $2 million- $3.5 million	
(D) 251 - 500		(R) Over $3.5 million- $5 million	
(E) 501 - 750		(S) Over $5 million - $10 million	
(F) 751 - 1,000		(T) $10 million -$17 million	
(G) Over 1,000		(U) $17 million	

D11 Emerging Small Business ____ (Y) Yes; or (N) No

D10 Size of Small Business

Offeror's number of employees for the past 12 months, or Offeror's average annual gross revenue for the last 3 fiscal years

Employees	Annual Gross Revenues
(A) 50 or fewer	(M) $1 million or less
(B) 51 - 100	(N) Over $1 million - $2 million
(C) 101 - 250	(P) Over $2 million- $3.5 million
(D) 251 - 500	(R) Over $3.5 million- $5 million
(E) 501 - 750	(S) Over $5 million - $10 million
(F) 751 - 1,000	(T) $10 million -$17 million
(G) Over 1,000	(U) $17 million

D10 Size of Small Business ____

Employees	Annual Gross Revenues
(A) 50 or fewer	(M) $1 million or less
(B) 51 - 100	(N) Over $1 million - $2 million
(C) 101 - 250	(P) Over $2 million- $3.5 million
(D) 251 - 500	(R) Over $3.5 million- $5 million
(E) 501 - 750	(S) Over $5 million - $10 million
(F) 751 - 1,000	(T) $10 million -$17 million
(G) Over 1,000	(U) $17 million

D11 Emerging Small Business ____ (Y) Yes; or (N) No

D2 Reason Not
(C) SDB Sol
or (Z) Other
D3 Reason Not
SB Solicited
Other Reasc
D4 Set-Aside or
D4A Type of Set-
(D) Section
Total Set-As
Aside; (J) Er
(L) Combina
D4B Type of Pref
Unrestricte
Price Evalua
Preference
and SDB Pr
D4C Premium Pe
D7 Small Busin
Phase I, II,
or (D) SBIR
D8 Subcontract
Subcontract
Not Include
D9 Small Busin
D10 Size of Smal
Employees
(B) 51 -
(C) 101
(D) 251
(E) 501
(F) 751
(G) Ove
D11 Emerging S
E1 Contingency
E2 Cost Accour
E3 Requesting
E4 Requesting
E5 Number of A
E6 Payment by
F1 Name of Co
F2 Signature
F3 Telephone N
F4 Date (yyyy

DD FORM 350, OCT 2003 4

D2 Reason Not Awarded to SDB___ (A) No Known SDB Source; (B) SDB Not Solicited; (C) SDB Solicited and No Offer Received; (D) SDB Solicited and Offer Was Not Low; or (Z) Other Reason

D3 Reason Not Awarded to SB___ (A) No Known SB Source; (B) SB Not Solicited; (C) SB Solicited and No Offer Received; (D) SB Solicited and Offer Was Not Low; or (Z) Other Reason

D4 Set-Aside or Preference Program

D4

D4

D4

D7

D8

D9

D1

D11 Emerging Small Business ___ (Y) Yes; or (N) No

D11 Emerging Small Business

A small business concern whose size is no greater than 50 percent of the numerical size standard applicable to the NAICS code assigned to a contracting opportunity.

EXAMPLE:

NAICS	Description	Size Std.
517212	Cellular and Other Wireless Telecommunications	1,500

→ Emerging SB – 750 employees or less.

Questions?

Contact Us…

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